

Executive Registry
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31 October 1968

Mr. J. E. Moody
Deputy Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Moody:

Thank you for your letter of 29 October with regard to the orderly transition of executive power to the incoming Administration.

I do not anticipate that we will have any unusual requirements to levy on GSA in order to take care of our needs. We do appreciate very much your offer to be of assistance and will contact you forthwith should the necessity arise.

Sincerely,

/s/ L. K. White

L. K. White
Executive Director

cc: DD/S

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OCT 29 1968

Washington, D.C. 20405

Mr. Lawrence K. White
Executive Director-Comptroller
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. White:

We assume that, pursuant to the September 9, 1968, request of the Honorable Charles S. Murphy, your department is planning for the orderly transition of executive power to the incoming Administration, including provision of office space, furniture, furnishings and equipment for use by new officials of your department during the transition period.

The purpose of this letter is to offer the assistance of General Services Administration as the forthcoming change of Administration occurs.

I recognize, of course, that you may be unable to foresee, at this time, all of the specific needs for supplies, equipment and services beyond your normal requirements. However, in order to take full advantage of the remaining time, I would appreciate your earliest possible advice of any special transition support you may require of GSA. Such advice, in as much detail as you are able to provide concerning the types of items and services you anticipate you may require, will enable us to make appropriate plans to provide you with the support on a timely basis when the actual need arises.

Our representatives will be pleased to discuss further details concerning this matter if you so desire, to assure complete coordination and minimize emergency actions to meet unanticipated demands which unavoidably may arise.

Sincerely,

J. E. Moody
Deputy Administrator